

**Memorandum of Understanding
Between
Old Dominion University
College of Business and Public Administration
And the
Defense Acquisition University
For the
Master's Certificate Program in Government Contracting**

Old Dominion University's College of Business and Public Administration ODU/CB&PA) and the Defense Acquisition University (DAU) agree that the Center for Global Business and Executive Education will offer the noncredit Master's Certificate Program in Government Contracting to qualified members of the Department of Defense (DoD) Acquisition, Technology and Logistics (AT&L). The certificate is an advanced level noncredit program that provides practical, well-rounded understanding of government contracting and prepares individuals to master the core principles, regulations and procedures that govern today's acquisition and procurement contracts.

Program Curriculum

In order to earn the Certificate, participants must either complete the seven required courses listed below or demonstrate an equivalent combination of training and experience.

- Introduction to Government Contracts
- Contract Formation I
- Contract Formation II
- Contract Administration I
- Contract Administration II
- Contract Law
- Contracts Annual Review

Program Admission

Admission to the Master's Certificate Program in Government Contracting will be available to any member of the DoD AT&L workforce who holds a baccalaureate degree. This requirement may be waived if an individual can demonstrate relevant experience in government contracts, procurement and acquisition. Individuals who meet the minimum educational requirement and are interested in entering the contract, procurements and acquisition field are invited to apply. An application for admission is required.

Program Requirements

A minimum of five of the seven courses must be completed in residence at ODU. DoD AT&L members not requesting the transfer of DAU equivalent courses may substitute other relevant training and experience for the Introduction to Government Contracting and Government Contracts Annual Review courses. No substitutions are permitted for the other five courses. It is recommended, but not required, that these courses be taken in the order presented.

Examinations

Participants are also required to pass examinations. They may elect to take an examination after the completion of each course or they may take a comprehensive review and examination after the completion of the Government Contracts Annual Review course.

Continuing Education Unit (CEU) Equivalent

DoD AT&L members completing the entire program will be awarded 21.0 CEU's. DoD AT&L members not completing the program will receive individual course CEU's as indicated below. Participants may request a copy of their transcript from the University's Noncredit Operations.

Course	Contact Hours	CEU's
Introduction to Government Contracting	21	2.1
Contract Formation I	35	3.5
Contract Formation II	35	3.5
Contract Administration I	35	3.5
Contract Administration II	35	3.5
Contract Law	35	3.5
Contract Annual Review	14	1.4

Program Fees

The program fees listed below are on a per course basis and include all course materials and campus parking. The fees are reviewed annually and subject to change. Any changes in the program fees will be communicated by ODU/CB&PA to DAU.

Course	Program Fee
Introduction to Government Contracting	\$ 750
Contract Formation I	\$1,250
Contract Formation II	\$1,250
Contract Administration I	\$1,250
Contract Administration II	\$1,250
Contract Law	\$1,250
Contract Annual Review	\$ 500

Program Fee Discount Policy

Individuals who register for three or more classes at the same time will receive a 15 percent discount on the fees for those courses. Organizations that register two or more employees with the same check or purchase order will receive a 10 percent discount on the program fees for the courses per registrant. Only one discount option per registrant may be used. No other discounts will apply.

Registration and Payment

Participants may register for the certificate program by telephone at (757) 683-4247, by mail at Noncredit Operations, Old Dominion University, Norfolk, VA 23529, fax at (757) 683-5443, or at www.cppd-odu.com. Registration may also be hand-delivered or mailed to Noncredit Operations, Room 138 Gornto Building, Norfolk, Virginia 23529. The following payment sources may be used: purchase order, check, Master Card or Visa.

Minimum Course Enrollment and Cancellation

The minimum enrollment for courses that are included in the certificate program is twelve. Courses not attaining the minimum enrollment will be cancelled. Program fees paid for courses that are cancelled shall be refunded or credited for a subsequent registration.

FOR OLD DOMINION UNIVERSITY

Nancy A. Bagranoff
Dean
College of Business and Public
Administration

**FOR DEFENSE ACQUISITION
UNIVERSITY**

Ronald C. Flom
Commandant
Defense Acquisition University

Barbara J. Smith
Dean
Mid-Atlantic Region
Defense Acquisition University